

PA Hamburg: German Intern Program

REQUIRED QUALIFICATIONS

- EDUCATION:** Completion of secondary school and at least two semesters' work on the university level, preferably in political science, journalism, communications or American Studies.
- EXPERIENCE:** None
- LANGUAGE:** German: Fluent (Level 4) speaking/reading/writing.
English: Fluent (Level 3) speaking/reading/writing.

Note:

Internships are unpaid. There is no stipend or monetary compensation.

However, in some cases the internship might be done for course credit. Student applicants will undergo security checks and will be required to provide evidence of health insurance.

BASIC FUNCTION OF POSITION

The position supports the Public Affairs Section at the American Consulate General in Hamburg.

The intern will perform a variety of tasks assisting the Information Specialist, the Exchanges Specialist and/or the Information Research Center.

The duration of the internship and the number of working hours per week will be discussed and agreed upon in light of the concrete projects to be handled. The length will vary from a minimum of three months to several months.

The intern will perform some or all of the following tasks:

- Check/update the PA contact list and the PA media handbook.
- Do research on trends in media coverage of selected themes.
- Do research and draft text for inclusion in speeches for Consulate officers on a broad variety of US related topics including foreign/security policies, domestic policies, American society, and American education. Locate and compile relevant articles/statistics on specific topics using data bank capabilities.
- Draft invitations for programs, prepare speaker biographies and welcoming remarks.

- Prepare promotional materials for Consulate events and assist in publicizing and setting up arrangements for speaker and cultural programs conducted jointly by PA, the Hamburg Amerikazentrum, and other local institutions.
- Assist with updating contact data on exchange-program alumni.
- Compile guest lists for speaker programs and Consulate events (with emphasis on identifying new contacts and program partners)
- Draft/translate short texts for posting information on the Consulate website.

The intern will report to the Public Affairs Officer.

HOW TO APPLY:

Application documents: 1) a cover letter describing why you wish an internship and your dates of availability; 2) a one-page resume; and 3) a transcript of your university academic record and grades.

Send your application to:

Frau Vera Hennebury
Public Affairs Section
US Generalkonsulat
Alsterufer 27/28
20354 Hamburg

FOR FURTHER INFORMATION, CONTACT:

Martina Schulze, Cultural Affairs Assistant
Public Affairs Section
SchulzeM@state.gov